

**Permanent Building Committee
Minutes of June 4, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, and Doug Dooley. Also present was James Duggan, Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Absent: Paul Jussaume

TOWN HALL PROJECT

Present from the Town: Ann Vandal, Kathy Graham, Mark Hamel
Present from Vertex: Jim Boudreau, Jon Lemieux, Phil O'Brian

Mr. Boudreau began the discussion on the agenda dated June 4, 2014 for the Town Hall project. He cited the following progress: infill egress stairs, electrical panel and switchgear installed, began painting basement, drywall installation and taping ongoing throughout, continued elevator installation, copper gutters being installed, prepared and formed equipment pad, continued rakes and eaves, prepared exterior walls for siding, continued exterior trim, and completed underground utility conduit. Verbal two week look head, cabinets will be delivered to the site. CMU blocking around the buildings, continue with drywall and taping. Paint and prime and ceiling insulation next week. Continue with the copper gutters, roof shingles to follow.

Mr. Neofotistos asked if the equipment that was moved off site was back on site. Mr. Boudreau answered yes they had had another job and they moved it back on. Mr. Thibault asked if we were aging the copper gutters or having them age naturally. There was a discussion on the copper gutters aging naturally. Mr. Boudreau responded yes.

Mr. Boudreau moved onto the discussion items. The move coordination began with Mr. Lemieux and Ms. Vandal talking with Sterling Movers and they are completing the scope of work so that they can go out and request quotes. They should have the scope of work ready by the end of next week.

Demolition 26 Champlain Street – CTA is waiting for National Grid to give them a date of when the gas will be cut and capped. Mr. Lemieux talked about how they really need to get National Grid out there. CTA requested the cap for the house the day before they wanted to knock the building down. Mr. Lemieux let them know that at the construction meeting because he does not want to hear this is the Town's issue. Mr. Neofotistos asked where the construction meetings area being held? The construction meetings are upstairs at Town Hall and Mr. Boudreau and the Superintendent Rudy are still in the house.

Hardie Siding at Flares – Mr. Boudreau reported they started that today and it's a little slow to start once they get going they shouldn't have any issue. Mr. Boudreau asked Mr. O'Brien if he was satisfied with the install so far and he responded yes.

Main Stair Case Redesign – Mr. Boudreau reported that this is a placeholder and they have not received a revised PCO yet as it was done under CCA.

Egress Stair – this should be wrapping up in the next few days. Mr. Lemieux stated that we can take this off the discussion items.

Main Floor Copy Room – CTA has not started this work, Mr. O'Brien issued them a CCA after last Thursday. The drywall foreman is aware it's on time and materials but have not given a start date.

No issues on site safety and have not seen the 3rd Party Safety Inspector for the past few weeks however now that the Superintendent has started up his weekly foreman's meetings again there may be safety talk.

Mr. Boudreau stated he has not heard anything on neighborhood complaints. The project schedule that was due, Superintendent Rudy thought he'd have something today but Mr. Lemieux reported we have not seen anything for about three weeks. Mr. Lemieux stated that when they've talked about the schedule he has heard both verbally and by emails that they are still driving toward the 08/18 and 9/2 dates but Rudy stated don't be surprised when you finally get the schedule that it says 9/2 & 9/15.

Mr. Lemieux responded that gives us two weeks, if they tell us within two weeks we can work with that but they need to know officially because they are approaching dates for moves, movers for furniture, telecommunications etc. Mr. Lemieux asked about Change Order #31 again at the job meeting and Superintendent Rudy indicated it was agreed upon on principal but the feedback was he didn't like some of the PCO's being wrapped in, he didn't like a couple of the dates for landscaping. Mr. Lemieux asked them to mark it up and send it back. Mr. Lemieux stated he will follow up with Mr. Coghlin.

Mr. Neofotistos asked if this was the first schedule the new Superintendent is preparing since he came on. Mr. Lemieux responded yes. The job is progressing and it would be nice to see it mapped out but right now we don't have that. Mr. O'Brien was asked how the last schedule looks compared to this one. Are they on schedule. Mr. O'Brien stated the last schedule they had them finishing in October. Mr. Neofotistos stated that was before we talked about the settlement. Mr. Lemieux said correct it is more than four weeks old at this point.

Ms. Vandal stated that we'll deal with moving internally with the other departments without exact dates.

Mr. Boudreau continued that site security is a priority there have been kids on the site riding bikes etcetera. There will be some street sweeping being done because the roadway is muddy due to concrete trucks.

Ms. Vandal has received the contracts from Comcast. Mr. Boudreau will be calling GGD on the energy rebates and Kathy Moar with National Grid. Verizon/National Grid PCO 008 (PR-01) has passed final inspection. Ms. Kathy Moar will be in a meeting with her overhead and underground construction supervisors and she is going to ask them when they think they will be on-site and push them to get on our job with their transformers and pull wires.

Mr. Neofotistos asked about the trench bringing in the power and whether any ledge was hit. Mr. Lemieux stated we are waiting for the recap right now.

The other thing discussed today was a credit from CTA for concrete and credit for site work from Comeau, but they haven't received a differential from Griffin. Some of this work was owned. They will try to hammer this out before the PCO comes back. Mr. Lemieux believes the cost will be less than the \$45,000.

Submittals and RFI review is a little more comprehensive with Superintendent Rudy on site. The Committee reviewed the three week look ahead and Mr. Lemieux asked Mr. Boudreau to review it and see if there is any slide on the schedule.

Mr. Neofotistos asked about Line Item #32 and Item #41. Mr. Lemieux reported they are not done, taping and sanding is not completed, they are taping and mudding as of today. There are still a number of areas on the second floor that need to be done.

Mr. Neofotistos asked if the work force is ramping up or is it the same. Mr. Boudreau stated that Liberty Drywall has brought in a drywall and taping crew. They have bumped up to between ten and twelve guys which is double.

Liberty has been working on the past two Saturdays but there hasn't been any acceleration. They have had about four guys. Mr. O'Brien reported that CTA had told them a week or so ago that they wouldn't be doing any more acceleration on this job and if anything changed to let them know. Mr. Neofotistos asked if Liberty was taking it on their own to work Saturdays. Mr. Boudreau stated he asks John every Friday.

Mr. O'Brien talked with CTA a little bit about the contents of Town Hall and recalled a change order for the other house because CTA couldn't get access to it so they wanted to get paid to remove all the stuff. Back when they had that conversation it was with Davida Flynn and Rich Hammit and it was stated that it would not be the case with Town Hall because they could get into Town Hall and see. However, now Rich Hammit and Davida are no longer there so Mr. O'Brien informed John and Rudy from CTA who seemed surprised and they will go back and check with Lyle Coghlin. Mr. O'Brien noted it in the construction minutes.

Ms. Vandal reported on the final key meeting held on 6/4/14. Mr. O'Brien asked Ms. Vandal if there were any changes, she stated no changes outside of the exit door and chamber meeting room.

Mr. Lemieux discussed the 50% DCAMM evaluation on CTA with the latest comments added reflecting a score of 85 and presented the original for signature by the Town. Mr. Dooley made a motion to authorize the Chairman to sign the 50% DCAMM Evaluation for CTA Construction and send it CTA with a copy to DCAMM. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO27 – 25 Twisted Pair Cable to Server also a 4" conduit

Mr. O'Brien explained that they need to run this to the server room and the electrical room and Comcast will run it from the pole to the server room. Mr. Neofotistos asked why the date was March

2014. Mr. O'Brien noted that they thought they would be going with Comcast telephone which would have eliminated this but they didn't. There will not be any delay because everything is exposed.

Mr. O'Brien discussed having to issue CCA's because CTA won't sign PCO's so he has been issuing both.

Mr. Dooley made a motion to approve PCO27 as recommended by Vertex and JRA. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to make PCO27 CCA11 with Mr. Gagnon seconding the motion. The motion carried unanimously.

Mr. Lemieux explained that they are looking for the Committee to authorize Mr. O'Brien to issue CCA 12 to add the 4" conduit across the ceiling for Comcast and do that work on T/M basis to be tracked and done right away. Mr. Lemieux estimated less than \$5,000. Mr. O'Brien talked with Carlos at GGD and he estimates less than \$3,000. This is telephone wire coming in from the pole.

Mr. Thibault made a motion to authorize Mr. O'Brien to issue CCA12 for the 4" conduit. Mr. Gagnon seconded the motion. The motion carried unanimously.

OSO Update

Mr. O'Brien reported that OSO has made some minor changes and sent out for pricing. Got an email that final pricing will be done by Friday or mid next week. They have also said the longest lead time items that they have is approximately seven weeks. We are about ten and one half weeks from the August 18th date to get things delivered. So when we get the final numbers OSO puts the final contracts with those amounts and delivery dates then OSO comes here will all that and gets final approval from the PBC to sign those contracts. Mr. O'Brien stated we are under budget still but expressed the need to get a date from CTA at the construction meeting.

Mr. Duggan asked why we wouldn't make the date September 15, 2014. The problem there is if they are a month earlier you can't move out of the old building because you won't have furniture or phones so then they're stuck waiting on you. We really need a date from them to plan on so that it doesn't get put on the Town. Mr. Duggan asked what if they change the date to say September 2nd then what happens. Mr. O'Brien explained that OSO will try to work with the manufacturer to see if there is any wiggle room. Most of these places don't warehouse products they manufacture and put them in a truck, so you may have to pay for storage. Mr. Neofotistos asked if we need to send CTA a letter putting them on notice that we need a definite move in date. Mr. Lemieux stated there has been notice in emails and construction minutes but not an official notice from the Architect. Mr. Lemieux suggested getting a blank contract to Town Counsel to look at before next meeting. There was a discussion about still not having C.O. 31 signed which affects other things such as the landscaping.

Mr. Neofotistos asked about an issue a few months back where water got in the elevator shaft area and insulation got wet and whether that had ever been replaced? Mr. Boudreau stated they have not replaced the HVAC in that one area, it wasn't in the elevator shaft it was over the second floor hallway on the west side of the building. Mr. Lemieux stated it's still on his three week remedial work and it's not a hard ceiling there so we'll see it. No other issues reported. Mr. Lemieux mentioned the opening

on the 2nd floor they're using to bring materials in is sheet rocked and they have noted it and told CTA they better keep that dry.

A motion to adjourn the Town Hall portion of the meeting was made at 5:20 p.m. The next meeting for the Town Hall Project is in two weeks on June 18, 2014.

HIGH SCHOOL PROJECT

Present from Hill International: Joe Naughton, Paul Kalous, Michael Carroll, Kris Stephenson, Stephen Broadhead

Present from Mount Vernon Group: Matthew Schweitzer, Bill Peters

Present from CTA: Lyle Coglin, Paul DuRoss, Jarod Smith

Present from School Department: Superintendent Steve Stone, Andrew Graham, Supervisor Buildings & Grounds

The Chairman called the meeting to order at 5:43 p.m. for the High School portion of the meeting.

Mr. Broadhead proceeded with the update for the Committee. He stated they received a schedule from CTA and noted that none of the dates had really changed. Stagecraft and administration areas – August 26th; Auditorium – November 14th; Library and Locker Room area June 28th; and Transitional Skills still pushed out to November 14th and the Upper C classroom August 26th and some site areas are not determined by this time, but some areas are later than September 1st.

Mr. McNamara questioned what was meant by “site areas”? Mr. Broadhead explained parking areas, some of the ball field, drainage areas. Mr. Stone asked about the parking lot issues that would exist after September 1st and whether it would be a significant amount of parking that would be affected. Mr. Broadhead explained that mainly the areas related to the zoning issue and islands and stated that you could park on the binder as well. He did not believe logistics would need to be worked out but it was not a significant area that would be affected.

Mr. Broadhead stated that we'd also asked for a recovery schedule for the auditorium and the transitional skills area which is not included in the package.

CTA Paul DuRoss responded that they were asked to provide the milestone dates and a schedule with those dates presented. Mr. Neofotistos stated but there is no recovery dates. Mr. DuRoss stated from last week to now no, there are some major hurdles to get over. The auditorium due to the delay on that and the transitional skills CTA is still not released to do the work.

Mr. Broadhead stated that in terms of Transitional Skills we may want to focus on that discussion. Then look at the needed date for the auditorium and work back from there.

Transitional Skills Discussion

CTA has requested that the change order that we haven't been able to negotiate as of yet that the work be given to them as a CCD to direct them to move forward and we're prepared to do that. Mr. Carroll would not recommend it as a CCD.

87R – We discussed it as a change order and have not been able to close out the amount or the time associated with that work. Some discussions with Paul DuRoss today that indicated even if we were to close for the amount approved by the Committee they're not prepared to proceed because that value would represent an August 26th finish date.

Mr. Neofotistos stated that that value brings us out to November 14th because that value represented in that change order won't bring CTA to the August date.

Mr. Kalous stated the only thing a CCD would do is direct them to start work immediately on this issue but it wouldn't close the issue of when they have to be done or what the value of that is going to be.

Mr. Duggan asked Mr. DuRoss that if they had received the release for the transitional skills area that it may have been finished by an earlier date? Mr. DuRoss stated no we didn't indicate that. CTA is stating that even if they get the release today they are looking at the November 14th completion date.

Mr. Duggan asked if they could shift their crews to concentrate on the transitional skills area to close that gap? Mr. DuRoss stated that could be evaluated. Mr. McNamara asked if that would be at acceleration costs. Mr. DuRoss stated they are trying to finish other areas that are critical too such as Phase II C classrooms or administration they are all critical. The only flexibility might be the auditorium area to pull a crew from there to work transitional skills.

Superintendent Stone stated that yes transitional skills is more important but had questions on how they would work around that 3500 square foot area when students are in the area. If that area needs to be blocked off an exit gets blocked off and he foresees an issue with the Building Inspector at that point.

Mr. Neofotistos asked Mr. DuRoss what is the big hang-up as far as getting it done prior to November 14th, is it a major issue or? Mr. DuRoss stated he believes it could be compressed we could be more aggressive with that it's not aggressively scheduled. Millwork deliveries, the air handling unit is a huge factor that puts us out eight to ten weeks, there's a folding partition. There's a lot of delivery and lead time, ductwork, drywall, paint, VCT – those are all a little easier to expedite. When you get to millwork those have a little more lead time.

Mr. Dooley asked Mr. Graham his opinion on this area. Mr. Graham stated there is no build out but the air handling unit can be complicated. Mr. DuRoss stated the aluminum windows are not a production line unit, it's a special run to make these two windows.

Mr. Dooley was disgusted by the fact that this is a 3,500 square foot area and they can't get this done, he's been listening to this every week.

Mr. Neofotistos asked Mr. DuRoss asked about the air handling unit and whether that's the major issue. Mr. Graham stated the air handling unit that is there, can that be used on a temporary basis until the new one comes in? Mr. DuRoss stated he believes the Engineer would have to speak to that. Mr. Carroll thought it would be a lot of extra work to hook that up the ductwork is different. Mr. Thibault stated the question would be would the new ductwork work with the old handler?

Mr. DuRoss talked about taking the resources from the other parts of the building such as the auditorium and moving them here. There's no VCT in the auditorium but there is sheetrock. A question becomes if you put the old air handler in temporarily and then when does the new one get hooked up.

Mr. Carroll asked the Superintendent if they were able to hook up the old unit it's heat and air only, not air conditioning. Superintendent Stone stated he'd have to go back and look which students are coming in and whether they have a specific air conditioning need. He does not know the answer to that right now. He was also concerned with them bringing in a crane and disrupting the students on site. Mr. Graham stated that if we had to put in portable air conditioners they could do that.

Mr. Dooley asked if all the rough's done in that area. The answer was no. Nothing is started beyond the four walls.

There was a general discussion on exits for these students and whether any of these students coming in require an elevator and how they would keep the student body separated from the construction workers.

Mr. Neofotistos also brought up the fact that by removing the old unit it basically shuts down the air to the cafeteria so this needs to be kept in mind.

The other issue is getting the units to the site to install which is eight to ten weeks, and it is not ordered yet. Shop drawings have not been approved yet. Mr. Neofotistos stated there are no submittals there is nothing right now. Mr. Neofotistos asked when the design was submitted. Mr. Carroll responded August 6, 2013.

Mr. Neofotistos asked Mr. DuRoss what it would take to get this area done by August 26th? Mr. DuRoss would have to evaluate it and they would have to look at the lead time. It depends on when it is released, then the Subcontractors are talked to and see when it can get released. We need to get it evaluated. Mr. Neofotistos was surprised that CTA was not prepared to answer that question tonight. Mr. Neofotistos stated that CTA knows that the Town wants this by the August 26th date and that CTA knows that and should have been prepared to answer this question knowing what they know of the project to date.

Mr. Duggan asked how the Committee would feel about issuing the CCD today to start this work. Mr. Carroll is objecting to issuing a CCD it absolves CTA of all the delays if this document is issued. It would void the PR. Mr. Duggan asked what the alternative is. If a CCD is not issued then we have a stalemate so what's the alternative? Mr. Carroll stated the recommended course of action is to issue a change order which was voted last week for the value of \$361,000 maximum amount with the date of August 26, 2014 and they were going to try to negotiate the price.

Mr. Kalous and Mr. Carroll stated there was an attempt to negotiate the price and an impasse was reached. Mr. DuRoss did not feel that was a fair statement. Mr. DuRoss was under the impression they had an agreement on the price and last Thursday they had another round of comments cutting more money. Mr. DuRoss stated they have gone back to Subcontractors and have attempted to mitigate it. CTA is attempting to mitigate it and spent a lot of time.

Mr. Neofotistos stated the maximum is \$361,000 and if they agree to that can CTA move forward. Mr. DuRoss responded yes. The PCO voted on was for \$361,541. Mr. McNamara asked that isn't enough to move forward? Mr. Duggan stated it is but there was a strategy to try and negotiate it down. Mr. McNamara stated that for the \$25,000 we were hoping for if we can get this going for \$361,000 we've got to get it going.

Mr. Naughton stated but I think the date was an issue with CTA. Mr. Carroll confirmed they offered \$361,000 but the date of August 26th was the issue. Mr. Thibault finds it very troubling because we've always indicated we needed this for the beginning of the year and now we get a price and we say okay we'll go with that price, but CTA indicates that's not for the date you wanted. Mr. Graham stated the most troubling is that it's been out there since last August.

Mr. McNamara asked Mr. DuRoss if he has a date if it's not August is it November 14? Mr. DuRoss stated they think they can improve upon the date, but releasing the work is the key to improving upon it.

Mr. Neofotistos asked what the pleasure of the Committee is. Do we affirm the vote of last week, rescind, amend what and where do we go. Mr. McNamara stated he thinks they should affirm the vote of last week and another week's wasted and I hate to say hope for the best because I have no faith in CTA at this point, none. Mr. Dooley agreed.

Mr. Thibault stated if we ratify the vote that we had for the change order last week, this is still sitting behind a number of change orders that haven't been signed. Mr. Neofotistos responded correct. Mr. Carroll expanded on this by stating they received some change orders today that had two notes on it not just the reservation of rights and it wasn't initialed we were going to bring them to the Committee today but didn't think they'd be acceptable. We got them today at 4:00 p.m.

Mr. Thibault stated that we authorized it through a change order and it just sits in wait because it can't be acted upon because it's not part of the contract. Mr. Kalous stated so that pushes it into a CCD. Mr. Neofotistos stated into limbo again.

Mr. Neofotistos asked Mr. DuRoss what he was going to do to expedite the change orders. Mr. DuRoss responded with respect to the change orders he doesn't think the full picture has been presented. We negotiated PCO's, PCO's were finalized and agreed up, Change Orders's were issued which were hacked up and marked up without any consent or discussion with CTA. Presenting something like CTA's marking something up it's actually the opposite, it's marked up by others and issued to us. He cited the example of 46 to 64 and how they were marked up. He said they agree with a value of that change order but we don't agree with the cumulative because other ones were amended without CTA's consent.

Mr. Neofotistos stated let's just look at PCO87R – if we issued a change order for that, we can give it a number, it can be taken out of order and added into the approved change orders right, and then that could be added into the total with the others still in limbo. Mr. Carroll stated you're going to have to reissue the others because there's a total on the change order form. The problem is you're kind of pre-dating and postdating checks that's the problem it gets into. So if we reaffirm our vote tonight CTA can still not produce it by August 26th. Mr. DuRoss stated that's what I said, I didn't say can't just right now it doesn't look good it needs to be evaluated.

Superintendent Stone stated he had two comments (1) November 14th date is just about 30% of the school year which would be gone which would be problematic. (2) He was curious how they could come up with a November 14th date but can't give one for August 26th which has been on the paperwork for the last year. Mr. Graham asked if he could actually produce it September 15th and not November 14th.

Mr. Thibault asked how do we authorize him to start right now this is the whole thing due to change orders not being signed and there piling up and I can understand the issue with a CCD because that essentially throws a change order out and it's just the open checkbook again and but we have a number that CTA says this is a good number for November 14th ^{albeit}, but this is a good number.

Mr. Carroll stated one suggestion might be MVG writes the change order with the reservation of rights added and MVG and PBC sign it out of order, if they've got a change directive from the Owner at that point they can proceed under protest if they want. I don't know I'm not a lawyer but to me if they've got a signed document from the PBC that to me is like a signed change order.

There was a discussion about issuing a change order under protest. The discussion was essentially some subcontractors are already working under protest. There was a discussion on procedures of change orders and CCD's under protest.

Mr. Thibault discussed moving forward with re-affirmation of the motion from last week but do a CCD for acceleration or a directive for acceleration at some point when we get more information from CTA. If they provided us an additional price to get at this price that might be a possibility too. Mr. McNamara stated that's probably what they're wanting and I knew this was going to happen. Mr. Naughton suggested talking about this in executive session because there are other issues out there.

Mr. Thibault stated if it's to get the ball rolling he would make a motion to reaffirm the change order that the Committee made last week. Mr. McNamara would second it. The discussion was whether to go into executive session first or that the change order stands as it is it doesn't really need to be made. There was a discussion on going into executive session and the discussion can continue once they are out of executive session.

Executive Session

Mr. Dooley made a motion to go into Executive Session at 6:39 p.m. seconded by Mr. Gagnon. By roll call vote: Mr. McNamara – yes; Mr. Dooley – yes, Mr. Gagnon – yes, Mr. Thibault – yes, Mr. Neofotistos – yes.

Mr. Gagnon made a motion to recess the Executive Session at 7:53. Mr. Thibault seconded the motion. Mr. Thibault – yes; Mr. Gagnon – yes; Mr. Dooley – yes; and Mr. Neofotistos - yes.

There was a discussion on the letter dated June 4, 2014 from CTA you may want to delve into the auditorium date. We have asked CTA for a recovery schedule for both those areas and do not have a response from them. Mr. DuRoss was asked when they would receive a recovery schedule. Mr. DuRoss stated there must be a misunderstanding they didn't know they wanted a recovery schedule just the dates for the different areas. The OPM also sent an email looking for a recovery schedule.

The Committee received the letter of June 4, 2014 from CTA. Mr. Neofotistos asked about the infiltration system and whether they had all the information but did not have executed change order and was told it is in process. There was also a question whether they were pricing the parking lot changes. Mr. DuRoss states yes it is being priced. There is a drawing out for the pricing of cutting of the pine trees. Mr. DuRoss stated yes. Mr. Neofotistos asked if there was anything that the architect or owner owes CTA that they are waiting for. Mr. DuRoss stated yes they are waiting on the courtyard and the dumpster pads. Mr. Carroll stated that this is the first he's heard of it, it was issued as a CCD on time and material back in October. The second one referred to the dumpster pad area PCO#146 it was referred to Hill & MVG and are in the process of reviewing it.

Mr. Neofotistos asked what the issue was with this CCD. Mr. DuRoss stated that it's a pretty large CCD for time and material and he stated the Sub-contractor's are not willing to work on time and material because they're not getting paid for the work. If we could get it approved and issue a payment on CCD's it would help the situation. Mr. Neofotistos stated that you waited from October to May to submit something for a change order and Mr. Neofotistos asked what the delay was in issuing this six months later. Mr. DuRoss stated he can't no.

The Committee will review the June 4, 2014 letter from CTA in more detail.

A motion was made to go back into executive session at 8:09 p.m. to continue the litigation strategy discussion. Mr. Dooley made a motion to go into executive session at 8:09 p.m. Mr. Gagnon seconded. By roll call vote: Mr. Dooley – yes, Mr. Gagnon – yes, Mr. Thibault – yes, Mr. Neofotistos – yes.

Mr. Dooley made a motion to go out of executive session at 8:32 p.m. Mr. Gagnon seconded the motion. By roll call - Mr. Dooley – yes, Mr. Gagnon – yes, Mr. Thibault – yes, Mr. Neofotistos – yes.

No official votes were taken while in executive session. Any votes taken will be in public session.

CCD 116 & 117

Mr. Broadhead explained CCD 116 & 117 – some changes to a bulk head in the lobby configuration some sprinkler heads need to be added. Mr. Peters stated there is a unit price for them in the spec of \$250. There are two in the lobby and two in soffit in the auditorium.

CCD116 – Additional sprinkler head in soffit in auditorium – time and material.

Motion to ratify CCD16 by Mr. Dooley seconded by Mr. Gagnon. The motion carried unanimously.

CCD117 – Patch concrete columns in locker room area provide labor and material.

Mr. Dooley made a motion to ratify CCD 117 for patching. Mr. Gagnon seconded the motion. The motion carried unanimously.

There was a discussion on weather tightness on the building. There was a review of the bonding letter with Attorney Hall.

Mr. Neofotistos asked if the Committee wanted to send the letter to the bonding company. Mr. Thibault stated he doesn't believe they can wait any longer. Attorney Hall stated it may benefit the project by making them speed things up knowing the bonding company may come out.

Mr. Thibault made a motion to release the letter to the bonding company. Mr. Dooley seconded the motion. Under discussion the Town Manager felt that it was inevitable. The motion moved to a vote with all members voting in favor.

Mr. Kalous stated that last week the PBC asked Hill International to review their fee proposal.

Before Attorney Hall left the meeting Hill International asked him to review the latest change order on the infiltration system with more added language reserving their rights. Attorney Hall quickly reviewed the paperwork and did not find it acceptable but it will be forwarded to him for further review.

Mr. Kalous discussed the two options on the fee proposal which maintain Mr. Carroll pulled back to the level that he was reviewing PCO's and having him continue to review the paperwork from CTA and the other option is to pull him back even more and have him as a resource. Mr. Kalous felt that Mr. Carroll is key on this project and he should stay involved with the project.

Mr. Graham felt that Mr. Carroll was critical to this project as well. Mr. Carroll noted that as part of the errors and omission on this project MVG and SAR knew back in November 2012 the PBC made a decision on changing this area to transitional skills and CTA doesn't get them a price until May 2014 and nothing was done to stop the fabrication of the initial HVAC unit.

Mr. Neofotistos brought up the trees that are supposed to be added in the parking lot area and how Ben Garry has additional trees on top of other trees. The drawings were done one day apart and not coordinated.

Mr. Kalous explained the staffing plan for Hill International. Mr. Naughton stated they will work to get through this and still needs this team intact however if they need to change the face of the team up front they will but still be working behind the scene.

Mr. Neofotistos initially didn't like the proposal of A or B. The Committee would like to see both Paul and Mike with 40 hours. They have directed Hill to change the plan and bring it back reflecting the forty hours for both. The Committee felt it would take a lot more than two days a month of Mr. Carroll's time.

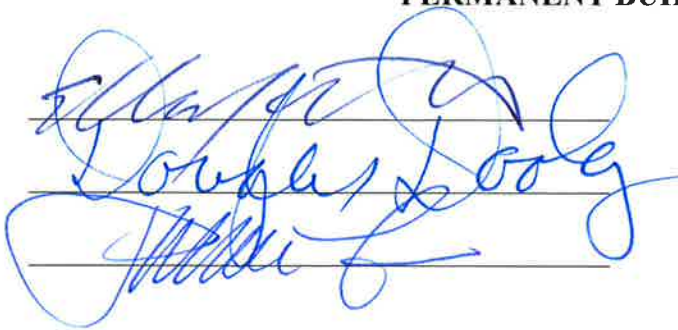
Mr. Neofotistos asked about the overall budget on the project and where the Town stands. Mr. Carroll stated they've been working on getting the budget updated. Hill has put place holders for with reasonable numbers if the number from CTA come out higher we always carry that number. They didn't get their updated PCO until last week and it took six weeks to get that. They are in the process of getting their logs updated to theirs.



A budget meeting was set up for Monday June 16, 2014 at 1:00 p.m. with Hill and the Town.

Adjourn

A motion to adjourn at 9:00 p.m. was made by Mr. Dooley. Mr. Gagnon seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE


Douglas Dooley


Harvey J. Gagnon

Michael S. De Luca

**Permanent Building Committee
Minutes of June 11, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Doug Dooley, Michael McNamara and Paul Jussaume. Also present: James Duggan, Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Also present were:

From Hill International: Paul Kalous, Michael Carroll, Steve Broadhead, Kris Stephenson

From Mount Vernon Group: Matt Schweitzer and Bill Peters

From the School Department: Andy Graham, Supervisor Buildings and Grounds

Mr. Neofotistos opened the meeting at 4:40 p.m.

Mr. Kalous began the discussion on the Reservation of rights language and went over the history of events since last week. He discussed that Hill met with Amanti and discussed getting the work in the Transitional Skills area done and Amanti committed to it. A change order was drafted with the Reservation of Rights language back on it, Hill went back and forth with CTA. Mr.

Broadhead vetted the change order through the Town Manager and Town Counsel and CTA did not feel it was acceptable. Discussions on Change Order 66 this morning they took out references to the time of August 26th CTA did not agree because they can't agree to the August 26th date.

Hill International had a discussion with Mr. Coghlin of CTA whereas CTA seemed committed to the August date and agreed to pay the first \$10,000 of overtime and the Town would pay beyond that however this is an open checkbook to CTA by the Town to get this area done. Mr. DuRoss made no commitment to the date and wanted to speak with Mr. Coghlin further on this.

Mr. Graham stated that there seems to be no one working in the library and only a few tile guys on site.

Mr. Duggan stated he executed Change Order #66 on the Transitional Skills area this date that holds them to the date. Mr. Carroll mentioned that CTA has been using this area as storage and this may be adding to their issue with being unable to get this area done. There was a discussion on assuming we will have this done on an end date is risky.

There was a discussion on the transitional skills students and the outreach that was done by the Superintendent to convince these students to come here. Mr. Carroll asked if another space could be used in the school until this space was completed. The Superintendent did not feel there was another space that could be utilized. Mr. Thibault stated that a backup plan needs to be put in place for a worst case scenario. Mr. Neofotistos stated that one remedy to get them going is to issue a CCD and CTA can proceed under protest and follow up the next day with a letter.

The bonding company for CTA have been notified as of June 11, 2014. The Committee continued to discuss issuing a CCD for the Transitional Skills area.

Mr. Thibault made a motion to rescind the change order which was rejected with amended language by CTA and that the Architect issue a CCD with the completion date of August 26, 2014 by contract. Mr. McNamara seconded the motion. The motion carried unanimously.

Construction Update Phase II

Mr. Stephenson went over the photographs in the agenda packet on the construction progress. Mr. Stephenson and Mr. Broadhead were asked if they've seen an increase in manpower on the site and they responded that there are more workers on site about seventy-four versus about sixty prior.

CCD/PR Review

There was a brief discussion on PR58 D4 Stair Stringer requested by Mr. Graham. This is to put rubber risers on the concrete stairs across from the cafeteria to finish them.

Pine Tree Removal and redesign – MVG reported they have the redesign and that Ben Gary is waiting on a price for the removal of the trees.

Open Change Orders/PCO's

Mr. Broadway reported the PCO's are being reviewed Monday at 1:00 p.m. they are not in a position to convert them due to the reservation of rights language. Mr. Broadhead stated that a CCD should be issued on the infiltration system as well.

Invoices

Requisition #21 for May from CTA in the amount of \$1,128,782 was reviewed by the Committee. The requisition was reduced by about \$500,000 after review by Hill and MVG.

Mr. Thibault made a motion to approve Requisition #21 to CTA in the amount of \$1,128,782 as recommended by Hill International. Mr. McNamara seconded the motion. The motion carried unanimously.

Mount Vernon Group Invoice #92 & 93 - \$50,995.00

Mr. McNamara made a motion to approve Invoices 92 & 93 from Mount Vernon Group in the amount of \$50,995 as recommended by Hill International. Mr. Gagnon seconded the motion. The motion carried unanimously.

MGM Realty Trust – Invoice for July 2014 - \$1,005.00

Mr. McNamara made a motion to pay \$1,005 for May Invoice to MGM Realty Trust for storage for the High School project as recommended by Hill International. Mr. Dooley seconded the motion. The motion carried unanimously.

Kittredge Equipment Co., Inc. invoices 66766 & 63267

Mr. McNamara made a motion to approve Invoices 66766 & 63267 to Kittredge Equipment Co., Inc. for \$38,510.13. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO146 PR46 – Infiltration Chambers - \$177,541.84 – there was a discussion that the value submitted was approved.

Mr. Thibault made a motion to issue C.O. 64 PCO146 PR46 in the amount of \$177,541.84 for the infiltration system at the High School. Mr. Dooley seconded the motion. The motion carried unanimously.

Hill International Invoice #0000055 - \$68,495.00

Mr. Jussaume made a motion to pay Hill International for services through May 2014 in the amount of \$68,495.00 for the Dracut High School construction project. Mr. McNamara seconded the motion. The motion carried unanimously.

Mr. Stephenson reported that he had a conference call with 3Si and questions were answered for the survey requested by Heartland.

Hill International Additional Service Proposal

Mr. Kalous noted that they have amended the work plan for Hill International as requested by the Committee. Mr. Thibault made a motion to approve Amendment No. 4 to the contract with Hill International for Project Management Services. Mr. Jussaume seconded the motion. The motion carried unanimously.

2-Way Communication

The Committee reviewed language for a motion for 2-Way Communication for its proprietary components in supplying this communication for the police and fire departments to operate their communications in and out of the High School building.

Mr. McNamara made a motion to rescind the original motion by the PBC on March 29, 2014 for 2-Way Communications. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. McNamara moved to adopt the language as written for 2-Way Communications for sound reasons in the public interest and authorize the purchase order to 2-Way Communications. Mr. Thibault seconded the motion. The motion carried unanimously.

Temporary Utilities

There was a brief discussion on the charges for utilities owed by CTA to the School Department. Mr. Stephenson stated they have agreed on a partial figure of 40,157.87 owed by CTA to the School Department to be paid for utilities. Mr. Stephenson is still going through the meter readings and figuring out the charges paid by the School owed by CTA.

Backcharges

There was a discussion on back charges for the use of the School's manpower by CTA to the School over leaks, drainage problems etcetera

Sitewalk

There was a discussion on the next site walk by the PBC at the School and it was determined for June 25, 2014 at 3:30 p.m.

Ongoing Items

Sink Hole Issues – South Parking Lot – Mr. Stephenson provided a picture in the agenda packet of the sink hole repair. There was a brief discussion on a compaction issue.

Gas Meter North Elevation – There was a discussion on the gas meter at the north elevation's location and whether it met code. It was determined that the in place condition is by code. There were suggestions made on how to disguise it from view so that the teacher and students aren't looking at it.

Marmoleum Warranty at Lower Gym Lobby – There was a report that no warrant issues were seen at the lower gym lobby marmoleum. Mr. Neofotistos would like to see something in writing from the manufacturer.

OFFE Equipment Purchase Orders – There will be additional items added to P.O.'s and further update at next meeting.

Plaques and Way-find signage – The committee reviewed a layout for the plaques. The Committee will continue discussion on this item.

Commission Phase I – The meeting was postponed due to training issues not being done. Mr. Graham again stated he does not want to accept training until the system is balanced and turned over to the Town.

Moving Services

Mr. Graham requested another two days of moving services from Sterling Movers and stated the cost should not exceed \$6,300.

Mr. Gagnon made a motion to approve Sterling Movers for an additional two days of service for the weight equipment and physical education equipment. Mr. Dooley seconded the motion. The motion carried unanimously.

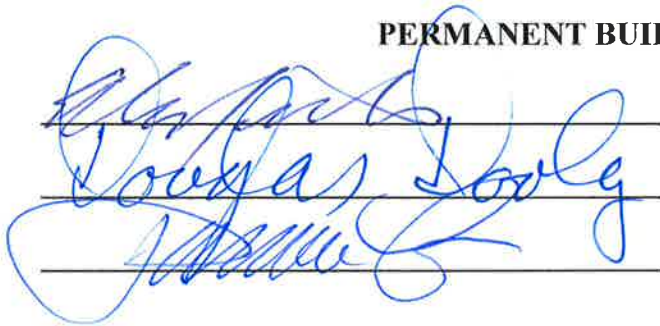

Next Meeting

The next meeting scheduled for the High School Project is June 25, 2014 at 4:30 p.m.

Adjourn

A motion by Mr. Thibault to adjourn the meeting at 6:50 p.m. seconded by Mr. Jussaume. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

	
Douglas Dooley	Paul Jussaume

**Permanent Building Committee
Minutes of June 18, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, and Doug Dooley. Also present: Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Absent: Paul Jussaume

TOWN HALL PROJECT

Present from Vertex: Jim Boudreau
Present from Johnson Roberts: Phil O'Brien
Present from OSO Interiors: Angela O'Brien

The Chairman called the meeting to order at 4:32 p.m. Ms. O'Brien began her report to the Committee on the progress of the FF&E. She stated that she is getting prices from WB Mason and should have them by Friday. The timing for ordering is a six week lead time and if the date is August 18th then the order would have to be made by June 28th. One the prices are okay'd by the Committee a purchase order should be written.

Mr. O'Brien and Mr. Boudreau were notified of an end date change to be now August 29, 2014 as a substantial completion date. Ms. O'Brien stated that they will need to have the sidewalks, the elevator and the parking lot done for the furniture to be brought into the building.

Ms. O'Brien will have the final pricing back to the Committee on July 2, 2014 for approval.

Construction Progress

Mr. Boudreau began his recap of the construction progress for the past week. The following items were worked on: electrical panel and switchgear; wiring, electrical equipment installed at the backside of the building, painting in basement and second floor, drywall install and taping ongoing throughout, continue elevator install, install tile at second floor bathrooms, blocking at elevator doors, continue rakes and eaves, prepared exterior walls for siding, install siding, rough grade exterior site, excavate for detention pond and milling pavement started today.

Mr. Boudreau stated there was an issue which has been corrected on the millwork trim around the windows. Mr. Boudreau noted that they have not received a layout plan for curbing as of yet and the job is a year old.

The Committee asked Mr. Boudreau about the workforce on the site. Mr. Boudreau responded there are about twenty people including one Superintendent.

Furnishings in the current Town Hall

There was a discussion at the construction meeting regarding who owns the furnishings inside the town hall. CTA does not believe they own the furnishings. This will be researched in the construction documents to see what is said about the furnishings and demolition of Town Hall.

Mr. Boudreau continued the agenda with the discussion items. A draft RFP has been sent to Ann Vandal and Jim Boudreau for review. Demolition of 26 Champlain Street the gas has been capped and CTA needs final signatures a date for demo has not been set. Hardie Siding is moving along. The main stairs no final PCO on CCA has been received as of yet. Copy room redesign drywall and taping have been done and the hours have been tracked. Mr. Boudreau noted it was about three hours to drywall and 1 and ½ hours taping, a PCO will follow. No safety issues or neighborhood complaints have been reported. Mr. Boudreau noted that the project schedule end dates have changed and the three week look ahead chart that this Superintendent does the dates have slid a little bit. The Sub-Contractor's are finding the target dates tough to meet with this Superintendent.

Mr. Boudreau reported that a minor break-in occurred in the basement and about six feet of copper wire was taken. CTA has installed more security.

Utility Update

Mr. Boudreau stated he will begin work on any rebates are available on the building. National Grid and Verizon Services are to be ordered by the Town. Verizon will keep one pole nearest the old Town Hall by the Town Manager's office as this is the main feed. CTA is looking for the lifts to be removed from the site so they can do the site work. They are about one month out from starting the floors. Mr. Boudreau stated he will be looking at the charts to see where time is slipping. The settlement PCO has still not been accepted at this time.

PCO 42 Light Fixtures

Mr. O'Brien reported that they had GGD take a look at the charges for these fixtures and they find the charges fair. Mr. Neofotistos asked about the number of fixtures under the itemized breakdown backup paperwork. Mr. O'Brien explained that whereas the recessed fixture was one fixture for the emergency lighting the wall fixture is two pieces.

Mr. Thibault made a motion to approve PCO42 in the amount of \$3,394.79 as recommended by JRA & Vertex. Mr. Gagnon seconded the motion. The motion carried unanimously.

Invoices

CTA Requisition #11 - \$370,252

The Committee reviewed CTA's requisition #11 for period to May 31, 2014. Mr. Thibault made a motion to approve Requisition #11 from CTA in the amount of \$370,252 as recommended by Vertex. Mr. Gagnon seconded the motion. The motion carried unanimously.

Johnson Roberts Associates Invoice 24

Mr. Gagnon made a motion to approve Johnson Roberts Invoice in the amount of \$12,437.88 as recommended by Vertex for services through May 31, 2014. Mr. Dooley seconded the motion. The motion carried unanimously.

Johnson Roberts Associates - FF&E Services – Invoice 1

Mr. Gagnon made a motion to approve Johnson Roberts Invoice for FF&E in the amount of \$13,200 as recommended by Vertex. Mr. Thibault seconded the motion. The motion carried unanimously.

Vertex Companies Inc. Invoice 22342 – May 31, 2014

The Committee reviewed an invoice from Vertex in the amount of \$22,181.25 for Project Management Services through May 31, 2014. Mr. Boudreau noted that there are additional charges in this invoice for tracking the trench work for the utilities. Mr. Gagnon made a motion to approve Vertex invoice #22342 in the amount of \$22,181.25. Mr. Thibault seconded the motion. The motion carried unanimously.

The next meeting for the Town Hall Project was discussed to be July 2, 2014 at 4:30 p.m.

High School Project

Present were: Michael McNamara, PBC Member and School Representative for the project
From Hill International: Steve Broadhead, Kris Stephenson
From the School Department: Superintendent Steve Stone, William Frangiamore, Business Manager, and Andy Graham, Supervisor Buildings and Grounds

Mr. Broadhead had a few PCO's for the Committee to vote on to keep the project moving forward.

PCO46 – C.O. 68 - Gym Floor temporary kitchen – this is for the additional work associated with the floor now that this area isn't being used for a temporary kitchen any longer the cost for this work is \$12,462.04.

Mr. McNamara made a motion to approve PCO46 to become C.O. 68 for work associated with the gym floor. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO77 – C.O. 69 – Add lines to floor in gym for badminton courts – \$4,502.85
Mr. Thibault made a motion to approve PCO77 to become C.O.69 in the amount of \$4,502.85 as recommended. The motion carried unanimously.

PCO160 – C.O.70 - Replacement of too low egress, steel beam at bus canopy – there was a discussion that there is only two inches of extra room under this canopy and when the pavement

gets finalized it will be an issue. The cost for this item is \$6,081.38. The Committee discussed whether this as an error and omission when the height was calculated.

Mr. Thibault made a motion to approve the cost of \$6,081.38 for PCO160 as presented. Mr. Gagnon seconded the motion. The motion carried with a 3 in favor 2 opposed vote. Mr. Dooley and Mr. McNamara were opposed.

PCO163 – C.O.71 – New Lockers for Phase I to fill shortfall – There were areas in Phase I where there were no lockers and the cost per locker is \$200 – totalling \$11,676.66.

Mr. McNamara made a motion to approve PCO163 as presented. Mr. Dooley seconded the motion. The motion carried unanimously.

PCO217 – C.O.72 – This is for items not included in design for rod iron gate for wind tunnel, two doors and one larger one in the middle. The total cost for \$948.12. Mr. McNamara made a motion to approve PCO217 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Utility Bills

Mr. Stephenson began the discussion on the utility bill issue at the High School project. He handed out a detailed packet of information on the utility usage on the project. He stated that CTA is required per contract to detail the utility meter readings in their daily reports however they have not done so. Mr. Stephenson gathered all the meter readings to come up with a cost of \$15,681.83 for March to May 2013 and CTA paid these charges however since that effort they have not been as cooperative. These costs are for gas, water and electric. Because the school was still occupying the building as well sub-meters were put in rather than a temporary meter for CTA to be responsible for. Mr. Neofotistos asked what the Town's share of the bill was at this point. Mr. Stephenson stated he would have to go back and add it all up.

Mr. Stephenson explained that the agreement he had in place with Eric from CTA changed with Paul DuRoss who didn't like the way things were being calculated. They have not received any reimbursement from CTA until this last check for \$40,000 which was to get the School some type of reimbursement and argue about it later in more detail.

The Committee would like the School Department to go back and pull the utility bills for the last three years prior to construction to see what the School Department was paying in utilities. A comment by the PBC was that the first year of construction was all new construction.

There was a discussion on how the accounting mechanism to reimburse the School was going to happen due to the end of the fiscal year coming. There was a discussion on getting an actual number that CTA agrees with once the data is gathered and the meter numbers are calculated. There was a discussion on the meters being provided by CTA and how they know if they are certified or not to give correct readings. The Permanent Building Committee considered a request to reimburse the school \$50,000 until we can work this issue out with CTA.

Mr. Thibault made a motion to reimburse the Dracut School Department \$50,000 for utility costs expended on the High School Project during construction. Mr. Gagnon seconded the motion. The motion carried unanimously.

2-Way Communications

Mr. Stephenson had a conference call with Bill Bartlett from 2-Way Communications regarding submitting a drawing for the install of the communications antennae. Mr. Bartlett talked about getting some money up front so that he could move forward with ordering the materials for the install. There was a discussion on the purchase order being in place but needing to check with the Finance Director to see about getting a check issued against it.

Mount Vernon Group and SAR had some reservations about penetrations and wanted to get a design in hand. Mr. Kalous has spoken with Griffin Electric on this install however MVG needs to issue the CCD.

Mr. Neofotistos asked if we were getting enough work from MVG. Mr. Broadhead noted Mr. Schweitzer being stressed and overworked.

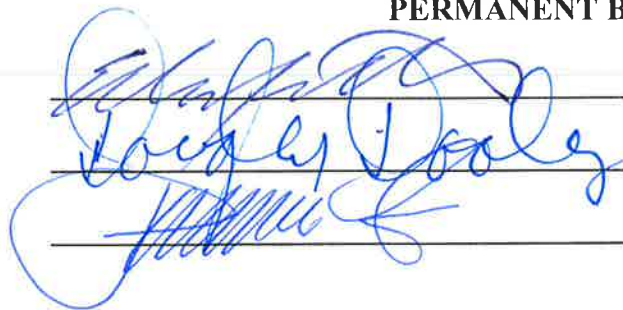
Mr. Graham complained that the new water pipes that CTA has installed in the building they are leaving the old water pipes in place and not removing them.

The next meeting for the High School Project will be June 25, 2014 at 4:30 p.m. and the walk through will be at 3:30 p.m.

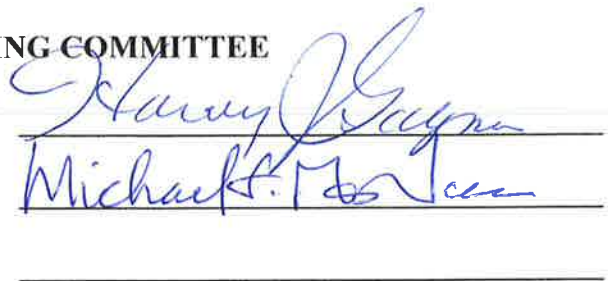
Adjourn

Mr. McNamara made a motion to adjourn the meeting at 6:47 p.m. Mr. Dooley seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE



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Handwritten signature of Harry Gagnon in blue ink, written over three horizontal lines.